



F E D E R A L  
S T U D E N T A I D

# DEPARTMENT OF EDUCATION FEDERAL STUDENT AID

WEB SITE  
STYLE GUIDE



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*We Help Put America Through School*

## Web Site Graphics

### Department of Education Seal



Department of Education  
92 x 92 px



Department of Education  
77 x 77 px



Department of Education  
68 x 68 px

DESCRIPTION: Department of Education seal.

TECHNICAL: 68 x 68 pixels is the *smallest* allowed in building websites and web applications.

Any sizes smaller than these will become illegible on some monitor screens.

Specific size and placement of the FSA design elements is left to the discretion of the website designer.

FONTS: The HTML text for web sites is Verdana/Arial/Helvetica/sans serif.

When creating text as a graphic element to a web page, use ITC Giovanni.

If that cannot be used, Times New Roman will be the acceptable font.

APPLICATIONS: All color applications of FSA/FAFSA identity on the world wide web.

These sizes are for example only. Size and placement is up to the designer's discretion.

When considering placement of the Department of Education seal, be aware of the size relationship to the FSA or FAFSA web graphic with mortarboard.

## Department of Education / Federal Student Aid Web Site Graphics



**F E D E R A L  
S T U D E N T A I D**  
*We Help Put America Through School*

Vertical  
109 x 147 px



**F E D E R A L  
S T U D E N T A I D**  
*We Help Put America Through School*

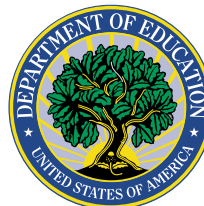
Horizontal 1  
222 x 82 px



**FSA**  
**F E D E R A L  
S T U D E N T A I D**

*We Help Put America Through School*

Horizontal 1  
165 x 82 px



**FAFSA**  
FREE APPLICATION FOR FEDERAL STUDENT AID  
*We Help Put America Through School*

Horizontal  
82 x 211 px

DESCRIPTION: Department of Education / Federal Student Aid graphic / "We Help Put America Through School" slogan.

TECHNICAL: Pixel sizes are the *smallest* allowed in building websites and web applications.

Any sizes smaller than these will become illegible on some monitor screens.

Specific size and placement of the FSA design elements is left to the discretion of the website designer.

FONTS: The FSA and FAFSA graphic type is set in Trajan Bold.

The HTML text for web sites is Verdana/Arial/Helvetica/sans serif.

When creating text as a graphic element to a web page, use ITC Giovanni.

If that cannot be used, Times New Roman will be the acceptable font.

APPLICATIONS: All color applications in launching FSA/FAFSA identity on the world wide web.

Department of Education / Federal Student Aid  
Web Site Graphics



Federal Student Aid  
117 x 109 px



Free Application Federal Student Aid  
145 x 63 px

DESCRIPTION: Federal Student Aid graphic / "We Help Put America Through School" slogan,  
Free Application for Federal Student Aid graphic.

TECHNICAL: The pixel sizes shown here are the *smallest* allowed in building websites and web applications.  
Any sizes smaller than these will become illegible on some monitor screens.  
Specific size and placement of the FSA design elements is left to the discretion of the website designer.

FONTS: The FSA and FAFSA graphic type is set in Trajan Bold.  
The HTML text for web sites is Verdana/Arial/Helvetica/sans serif.  
When creating text as a graphic element to a web page, use ITC Giovanni.  
If that cannot be used, Times New Roman will be the acceptable font.

APPLICATIONS: All color applications in launching FSA/FAFSA identity on the world wide web.



Web Safe RGB Colors

## Web Site Graphics

### Slogan / Mortarboard Icons



Mortarboard Icon  
65 x 51 px

*We Help Put America Through School*

Slogan  
276 x 25 px



Mortarboard Icon  
52 x 41 px

*We Help Put America Through School*

Slogan  
173 x 11 px



Mortarboard Icon  
32 x 25 px

DESCRIPTION: "We Help Put America Through School" slogan / Mortarboard icon.

TECHNICAL: *Mortarboard*: 32 x 25 pixels for the mortarboard icon is the *smallest* allowed in building websites and web applications.

*Slogan*: Pixel size for the slogan is not set, but it must be legible. Ideally, the slogan should be beneath the mortarboard icon, but in some instances it might not be legible. In this case, place the slogan as a closing comment on the page. See samples on the next page.

Actual size and placement of the FSA design elements is left to the discretion of the website designer.

FONTS: The HTML text for web sites is Verdana/Arial/Helvetica/sans serif.

When creating text as a graphic element to a web page, use ITC Giovanni.

If that cannot be used, Times New Roman will be the acceptable font.

APPLICATIONS: All color applications of FSA/FAFSA identity on the world wide web.

*Mortarboard*: The mortarboard icon can be used as an icon separate from the FSA and FAFSA graphics. The mortarboard icon cannot be altered by tilting in a different angle or moving any element in the icon, such as the stars, the colors, stripes, shadow or tassel.

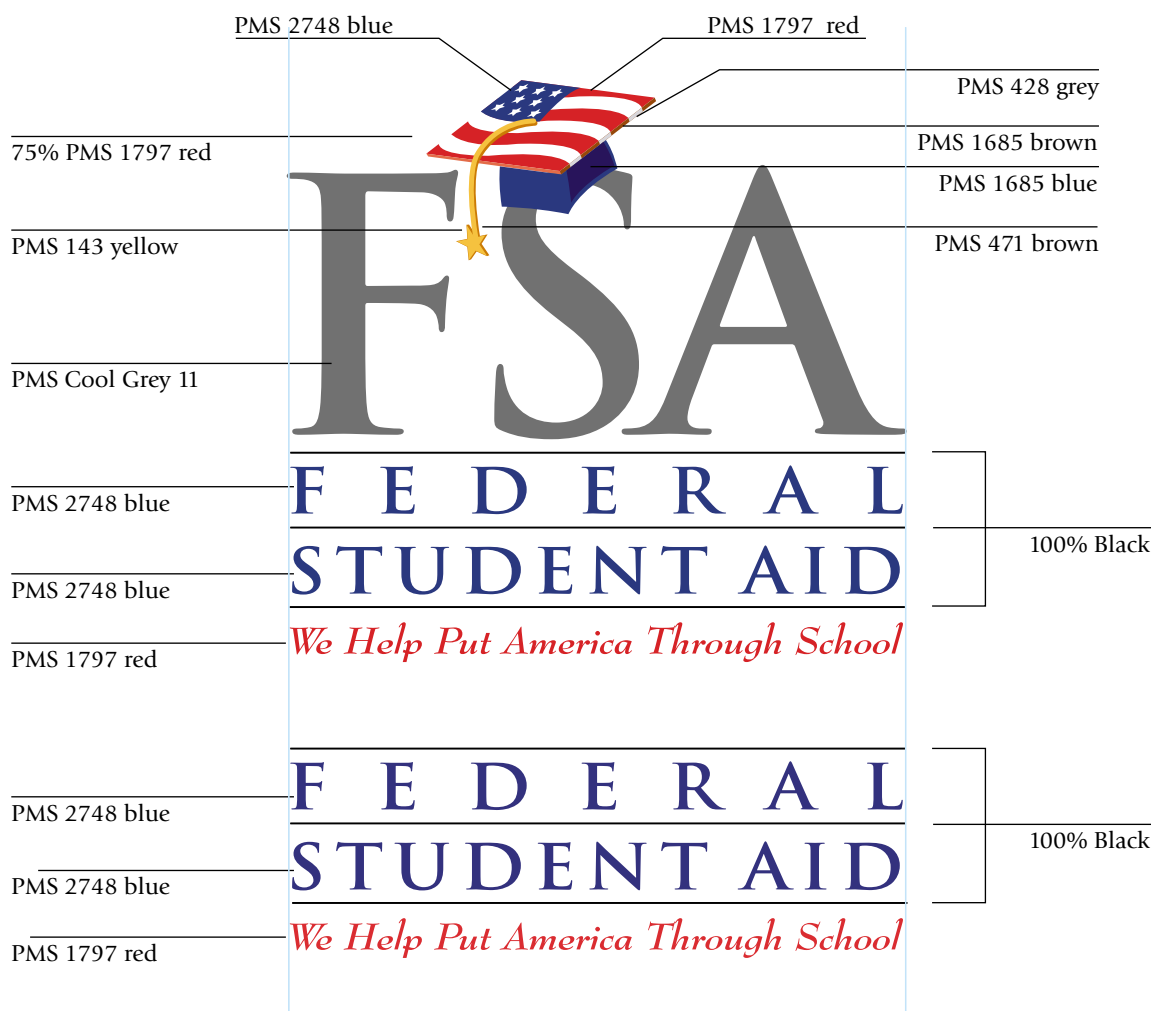
The icon sizes are for example only. Size and placement is up to the designer's discretion.

When considering placement of the Department of Education seal, be aware of the size relationship to the FSA or FAFSA web graphics with mortarboard.



FEDERAL STUDENT AID

## FSA Web Site Graphic / Color



For Reproduction Sizes 3/4" and smaller



DESCRIPTION: Federal Student Aid web site graphic with mortarboard.

TECHNICAL: Mortarboard device is always slanted on the capital "S" in the graphic. In no instances is it to be tilted in any other angle or positioned anywhere else in the graphic. The mortarboard device can be used as a separate icon in addition to its placement in the graphic.

FONTS: The FSA graphic type is set in Trajan Bold.

The HTML text for web sites is Verdana/Arial/Helvetica/sans serif.

When creating text as a graphic element to a web page, use ITC Giovanni.

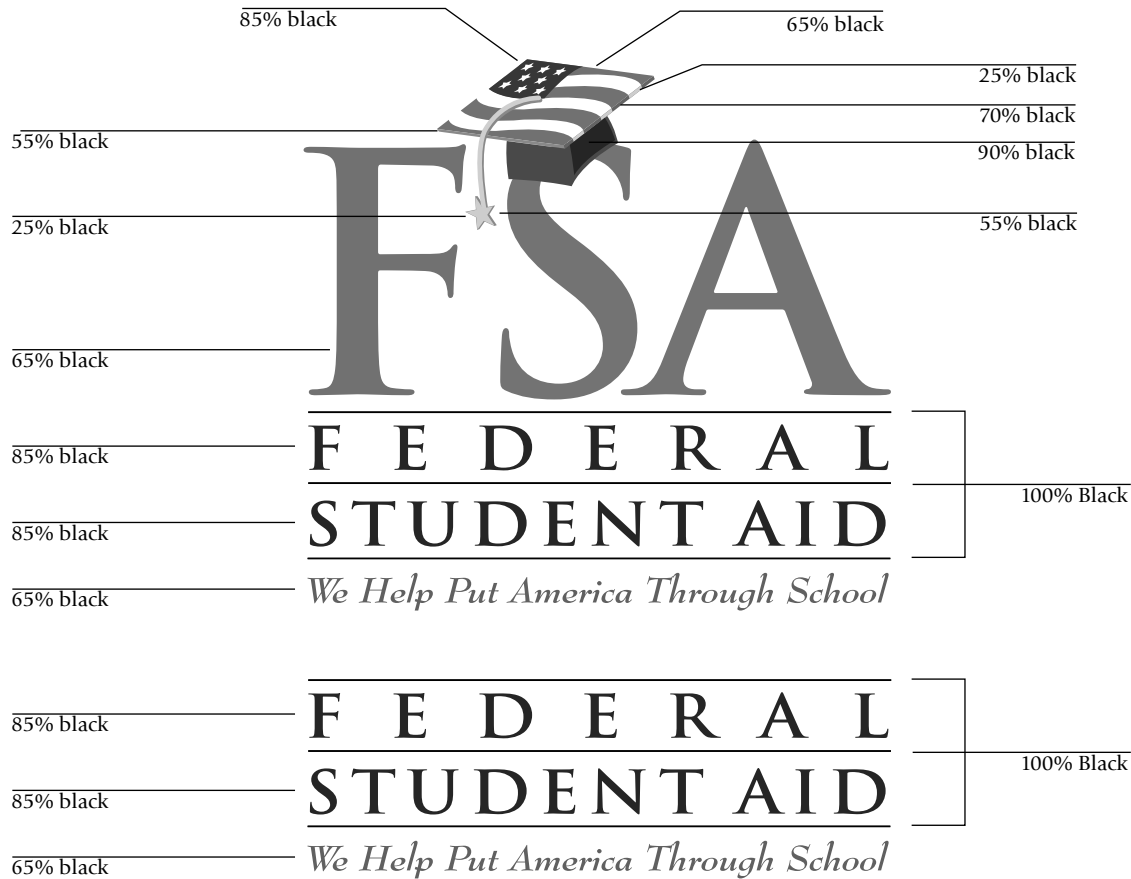
If that cannot be used, Times New Roman will be the acceptable font.

APPLICATIONS: All color applications in FSA/FAFSA web site identity. The smaller graphics have been specially rendered for smaller reproduction applications. We do not recommend reducing the graphics smaller as the images become illegible.



See Color Chart for conversions to CMYK and Web Safe RGB

## FSA Web Site Graphic / Greyscale Conversion



For Reproduction Sizes 3/4" and smaller



DESCRIPTION: Federal Student Aid web site graphic with mortarboard.

TECHNICAL: Mortarboard device is always slanted on the capital "S" in the graphic. In no instances is it to be tilted in any other angle or positioned anywhere else in the graphic. The mortarboard device can be used as a separate icon in addition to its placement in the graphic.

FONTS: The FSA graphic type is set in Trajan Bold.

The HTML text for web sites is Verdana/Arial/Helvetica/sans serif.

When creating text as a graphic element to a web page, use ITC Giovanni.

If that cannot be used, Times New Roman will be the acceptable font.

APPLICATIONS: All greyscale applications for the FSA/FAFSA web site identity. The greyscale conversion is to be used on all black & white or one-color printing applications where a continuous tone or halftone screen will be used in the reproduction of the graphic, such as inkjet and laserjet printers or one-color printing with a halftone screen. The smaller graphics have been specially rendered for smaller reproduction sizes applications. We do not recommend reducing the graphics any smaller as the images become illegible.

## FSA Web Site Graphic / Black and White Conversion



For Reproduction Sizes 3/4" and smaller



DESCRIPTION: Federal Student Aid web site graphic with mortarboard.

TECHNICAL: Mortarboard device is always slanted on the capital "S" in the graphic. In no instances is it to be tilted in any other angle or positioned anywhere else in the graphic. The mortarboard device can be used as a separate icon in addition to its placement in the graphic.

FONTS: The FSA graphic type is set in Trajan Bold.

The HTML text for web sites is Verdana/Arial/Helvetica/sans serif.

When creating text as a graphic element to a web page, use ITC Giovanni.

If that cannot be used, Times New Roman will be the acceptable font.

APPLICATIONS: All black and white applications for the FSA/FAFSA web site identity. The black & white conversion is to be used on all black & white printing applications where a halftone screen will hinder the reproduction of the graphic such as on a FAX cover sheet or one-color printing. The smaller graphics have been specially rendered for smaller reproduction applications. We do not recommend reducing the graphics any smaller as the images become illegible.



FREE APPLICATION FOR FEDERAL STUDENT AID

## FAFSA Web Site Graphic / Color



For Reproduction Sizes 3/4" and smaller



DESCRIPTION: Free Application for Federal Student Aid web site graphic with mortarboard.

TECHNICAL: Mortarboard device is always slanted on the capital "S" in the graphic. In no instances is it to be tilted in any other angle or positioned anywhere else in the graphic. The mortarboard device can be used as a separate icon in addition to its placement in the graphic.

FONTS: The FAFSA graphic type is set in Trajan Bold.

The HTML text for web sites is Verdana/Arial/Helvetica/sans serif.

When creating text as a graphic element to a web page, use ITC Giovanni.

If that cannot be used, Times New Roman will be the acceptable font.

APPLICATIONS: All color applications in FSA/FAFSA web site identity. The smaller graphics have specially rendered for smaller reproduction applications. We do not recommend reducing the graphics smaller as the images become illegible.



See Color Chart for conversions to CMYK and Web Safe RGB

## FAFSA Web Site Graphic / Greyscale Conversion



For Reproduction Sizes 3/4" and smaller



DESCRIPTION: Free Application for Federal Student Aid web site graphic with mortarboard.

TECHNICAL: Mortarboard device is always slanted on the capital "S" in the graphic. In no instances is it to be tilted in any other angle or positioned anywhere else in the graphic. The mortarboard device can be used as a separate icon in addition to its placement in the graphic.

FONTS: The FAFSA graphic type is set in Trajan Bold.

The HTML text for web sites is Verdana/Arial/Helvetica/sans serif.

When creating text as a graphic element to a web page, use ITC Giovanni.

If that cannot be used, Times New Roman will be the acceptable font.

APPLICATIONS: All greyscale applications for the FSA/FAFSA web site identity. The greyscale conversion is to be used on all black & white or one-color printing applications where a continuous tone or halftone screen will be used in the reproduction of the graphic, such as inkjet and laserjet printers or one-color printing with a halftone screen. The smaller graphics have been specially rendered for smaller reproduction sizes applications. We do not recommend reducing the graphics any smaller as the images become illegible.

## FAFSA Web Site Graphic / Black &amp; White Conversion



For Reproduction Sizes 3/4" and smaller



DESCRIPTION: Free Application for Federal Student Aid web site graphic with mortarboard.

TECHNICAL: Mortarboard device is always slanted on the capital "S" in the graphic. In no instances is it to be tilted in any other angle or positioned anywhere else in the graphic. The mortarboard device can be used as an icon in addition to its placement in the graphic.

FONTS: The FAFSA graphic type is set in Trajan Bold.  
The HTML text for web sites is Verdana/Arial/Helvetica/sans serif.  
When creating text as a graphic element to a web page, use ITC Giovanni.  
If that cannot be used, Times New Roman will be the acceptable font.

APPLICATIONS: All black and white applications for the FSA/FAFSA web site identity. The black & white conversion is to be used on all black & white printing applications where a halftone screen will hinder the reproduction of the graphic such as on a FAX cover sheet or one-color printing. The smaller graphics have been specially rendered for smaller reproduction applications. We do not recommend reducing the graphics any smaller as the images become illegible.

## FAFSA Web Site Logo / Color (Spanish version)



For Reproduction Sizes 3/4" and smaller



**DESCRIPTION:** Free Application for Federal Student Aid web site graphic with mortarboard.

**TECHNICAL:** Mortarboard device is always slanted on the capital "S" in the graphic. In no instances is it to be tilted in any other angle or positioned anywhere else in the graphic. The mortarboard device can be used as a separate icon in addition to its placement in the graphic.

**FONTS:** The FAFSA graphic type is set in Trajan Bold.

The HTML text for web sites is Verdana/Arial/Helvetica/sans serif.

When creating text as a graphic element to a web page, use ITC Giovanni.

If that cannot be used, Times New Roman will be the acceptable font.

**APPLICATIONS:** All color applications in FSA/FAFSA web site identity. The smaller graphics have specially been rendered for smaller reproduction applications. We do not recommend reducing the graphics smaller as the images become illegible.



See Color Chart for conversions to CMYK and Web Safe RGB

## FAFSA Graphic / Greyscale Conversion (Spanish version)



For Reproduction Sizes 3/4" and smaller



**DESCRIPTION:** Free Application for Federal Student Aid web site graphic with mortarboard.

**TECHNICAL:** Mortarboard device is always slanted on the capital "S" in the graphic. In no instances is it to be tilted in any other angle or positioned anywhere else in the graphic. The mortarboard device can be used as a separate icon in addition to its placement in the graphic.

**FONTS:** The FAFSA graphic type is set in Trajan Bold.

The HTML text for web sites is Verdana/Arial/Helvetica/sans serif.

When creating text as a graphic element to a web page, use ITC Giovanni.

If that cannot be used, Times New Roman will be the acceptable font.

**APPLICATIONS:** All greyscale applications for the FSA/FAFSA web site identity. The greyscale conversion is to be used on all black & white or one-color printing applications where a continuous tone or halftone screen will be used in the reproduction of the graphic, such as inkjet and laserjet printers or one-color printing with a halftone screen. The smaller graphics have been specially rendered for smaller reproduction sizes applications. We do not recommend reducing the graphics any smaller as the images become illegible.

FAFSA Web Site Graphic / Black & White Conversion  
(Spanish version)



For Reproduction Sizes 3/4" and smaller



DESCRIPTION: Free Application for Federal Student Aid web site graphic with mortarboard.

TECHNICAL: Mortarboard device is always slanted on the capital "S" in the graphic. In no instances is it to be tilted in any other angle or positioned anywhere else in the graphic. The mortarboard device can be used as an icon in addition to its placement in the graphic.

FONTS: The FAFSA graphic type is set in Trajan Bold.

The HTML text for web sites is Verdana/Arial/Helvetica/sans serif.





When creating text as a graphic element to a web page, use ITC Giovanni.

If that cannot be used, Times New Roman will be the acceptable font.

APPLICATIONS: All black and white applications for the FSA/FAFSA web site identity. The black & white conversion is to be used on all black & white printing applications where a halftone screen will hinder the reproduction of the graphic such as on a FAX cover sheet or one-color printing. The smaller graphics have been specially rendered for smaller reproduction applications. We do not recommend reducing the graphics any smaller as the images become illegible.











## DEPARTMENT OF EDUCATION

## Color Conversion Chart

	PMS match	4 Color Process / CMYK				Web Safe / RGB
	PMS Reflex Blue	100% cyan	72% magenta	0% yellow	6% black	#1B0D97
	PMS 116	0% cyan	15% magenta	94% yellow	0% black	#F0D11F
	PMS 355	100% cyan	0% magenta	65% yellow	9% black	#ECB32C
	PMS Process Black	40% cyan	30% magenta	30% yellow	100% black	#000000

## FEDERAL STUDENT AID / FREE APPLICATION FOR FEDERAL STUDENT AID

## Color Conversion Chart

	PMS match	4 Color Process / CMYK				Web Safe / RGB
	PMS 2748	100% cyan	76% magenta	0% yellow	18% black	#10A46A
	PMS 1797	0% cyan	94% magenta	94% yellow	6% black	#B9152C
	PMS 143	0% cyan	31% magenta	83% yellow	6% black	#ECB32C
	PMS 2765	100% cyan	94% magenta	0% yellow	34% black	#2A0A5A
	PMS 1685	0% cyan	69% magenta	100% yellow	43% black	#762D16
	PMS 471	0% cyan	56% magenta	100% yellow	18% black	#AC4C11
	PMS Cool Grey 9	0% cyan	0% magenta	0% yellow	65% black	#78797C
	PMS 428	0% cyan	0% magenta	0% yellow	24% black	#C6C9CA
	Process Black	40% cyan	30% magenta	30% yellow	100% black	#000000
	White	0% cyan	0% magenta	0% yellow	0% black	#FFFFFF








Dept. of Education



Federal Student Aid / FAFSA



Department of Education / Federal Student Aid  
CD ROM Contents - Graphics Folder

	<i>Illustrator7</i>	<i>EPS</i>	<i>JPEG</i>	<i>TIFF_MAC</i>	<i>TIFF_PC</i>	<i>BMP</i>
	<b>ED/FSA #1</b>		a b	a b	a b	a b
	Color	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Greyscale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Black & White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>ED/FSA #2</b>		a b	a b	a b	a b
	Color	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Greyscale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Black & White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>ED/FSA #3</b>		a b	a b	a b	a b
	Color	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Greyscale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Black & White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>ED/FAFSA</b>					
	Color	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Greyscale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Black & White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>FSA</b>		a b	a b	a b	a b
	Color	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Greyscale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Black & White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>FAFSA</b>					
	Color	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Greyscale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Black & White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>FAFSA (Spanish version)</b>					
	Color	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Greyscale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Black & White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: Specially rendered versions of each graphic are included in each sub folder in a folder titled Small Graphics.

## Using Fonts From This Style Guide

**The fonts ITC Giovanni and Trajan are PostScript fonts and require the font utility Adobe Type Manager to use these fonts.**

### Windows

PostScript font support is built directly into Windows 2000, and ATM Light is not required for basic font installation and rendering on this platform. However, you must install ATM Light on Windows 2000 if you use Adobe's multiple master typefaces and want to create custom font instances. ATM Light is required for previous versions of Windows, including Windows 95, 98, and NT4.0.

All Adobe Postscript fonts must be opened through ATM Light to run on Windows.

Install ATM Light into your Program folder.

After installing, follow the directions on the Read Me file in the ATM folder.

### Macintosh

PostScript font support is built directly into Mac OS X, however, ATM Light is required for all other versions of the Mac OS, including Mac OS X Classic.

The Macintosh version of ATM Light no longer supports Apple's GXGraphics extension. If you are using an application that relies on this system extension, we recommend that you do not update to this version of ATM Light.

ATM Light does not support the Apple Language Kits.

Install ATM Light into your Applications folder.

After installing, follow the directions on the Read Me file in the ATM folder.

Department of Education / Federal Student Aid  
CD ROM Contents - Fonts Folder

## ITC Giovanni Book

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
0123456789,.;'-'!`~!@#\$\$%^&\*()\_+=+<>[]{}\\|

## ITC Giovanni Book Italic

*ABCDEFGHIJKLMNOPQRSTUVWXYZ*  
*abcdefghijklmnopqrstuvwxyz*  
*0123456789,.;'-'!`~!@#\$\$%^&\*()\_+=+<>[]{}\\|*

## ITC Giovanni Bold

**ABCDEFGHIJKLMNOPQRSTUVWXYZ**  
**abcdefghijklmnopqrstuvwxyz**  
**0123456789,.;'-'!`~!@#\$\$%^&\*()\_+=+<>[]{}\\|**

## ITC Giovanni Bold Italic

***ABCDEFGHIJKLMNOPQRSTUVWXYZ***  
***abcdefghijklmnopqrstuvwxyz***  
***0123456789,.;'-'!`~!@#\$\$%^&\*()\_+=+<>[]{}\\|***

## ITC Giovanni Ultra

**ABCDEFGHIJKLMNOPQRSTUVWXYZ**  
**abcdefghijklmnopqrstuvwxyz**  
**0123456789,.;'-'!`~!@#\$\$%^&\*()\_+=+<>[]{}\\|**

## ITC Giovanni Ultra Italic

***ABCDEFGHIJKLMNOPQRSTUVWXYZ***  
***abcdefghijklmnopqrstuvwxyz***  
***0123456789,.;'-'!`~!@#\$\$%^&\*()\_+=+<>[]{}\\|***

## Verdana

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
0123456789  
.,;'-'!`~!@#\$\$%^&\*()\_+=+<>[]{}\\|

## Verdana Italic

*ABCDEFGHIJKLMNOPQRSTUVWXYZ*  
*abcdefghijklmnopqrstuvwxyz*  
*0123456789*  
*.,;'-'!`~!@#\$\$%^&\*()\_+=+<>[]{}\\|*

## Times New Roman

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
0123456789,.;'-'!`~!@#\$\$%^&\*()\_+=+<>[]{}\\|

## Times New Roman Italic

*ABCDEFGHIJKLMNOPQRSTUVWXYZ*  
*abcdefghijklmnopqrstuvwxyz*  
*0123456789,.;'-'!`~!@#\$\$%^&\*()\_+=+<>[]{}\\|*

## Times New Roman Bold

**ABCDEFGHIJKLMNOPQRSTUVWXYZ**  
**abcdefghijklmnopqrstuvwxyz**  
**0123456789,.;'-'!`~!@#\$\$%^&\*()\_+=+<>[]{}\\|**

## Times New Roman Bold Italic

***ABCDEFGHIJKLMNOPQRSTUVWXYZ***  
***abcdefghijklmnopqrstuvwxyz***  
***0123456789,.;'-'!`~!@#\$\$%^&\*()\_+=+<>[]{}\\|***

## Verdana Bold

**ABCDEFGHIJKLMNOPQRSTUVWXYZ**  
**abcdefghijklmnopqrstuvwxyz**  
**0123456789**  
**.,;'-'!`~!@#\$\$%^&\*()\_+=+<>[]{}\\|**

## Verdana Bold Italic

***ABCDEFGHIJKLMNOPQRSTUVWXYZ***  
***abcdefghijklmnopqrstuvwxyz***  
***0123456789***  
***.,;'-'!`~!@#\$\$%^&\*()\_+=+<>[]{}\\|***